



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

June 16, 2016
NOTICE OF JOB VACANCY
#16-142

An opportunity currently exists within the Department of Law & Public Safety, Office of the Attorney General, for current classified or unclassified State employees who meet the minimum job requirements specified below:

TITLE: TBD
SALARY: \$60,000 to \$70,000
LOCATION: Office of the Attorney General
Richard J. Hughes Justice Complex
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a manager, provides a wide range of administrative services, including, but not limited to, calendar management, meeting preparation and organization, coordinating speaking engagements and press conferences, preparing weekly planners, filing, answering and screening calls, drafting correspondence, reviewing and sorting incoming mail, project management for special projects, assists in the coordination and management/administrative activities; performs other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in administrative support to a high level executive with responsibility for planning, organizing, coordinating, staffing, reporting, or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis. A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

If you meet the requirements noted above and are interested in the position, please send a letter (including job vacancy number) and current resume before the closing date of June 30, 2016:

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081, Trenton, NJ 08625-0085
or via email: LPS.Humanresources@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

